

Celebrate Gaithersburg 25th

Annual Festival

Sunday, Sept. 17th, Noon-5 pm

Summit and Diamond Avenues, Gaithersburg

Taste of Gaithersburg Registration

Please complete and fax or mail to address below.

Check One:

- ☐ Yes, our Restaurant will participate in Taste of Gaithersburg. We will only be serving food at our booth space.
☐ Yes, our Restaurant will participate in Taste of Gaithersburg. We will be serving food AND beverages at our booth space.
☐ Do not wish to participate this year, but keep me on the mailing list.

Please Print All Information

Restaurant Name _____

Festival Contact Name _____

Restaurant Address _____

Phone Number _____ Fax Number _____

E-mail _____ Cell Phone _____

Menu Items (Remember to bring plates, silverware and napkins for serving. Must have 800-1,000 tastes of food available):

1. _____
2. _____
3. _____

Restaurant Needs: (Check one) Electricity: ☐ yes / ☐ no Grilling (on-site): ☐ yes / ☐ no

☐ Please provide our restaurant with _____ 20lb bags of ice at \$3 per bag. Total \$ _____ included with registration.

This is important! – Please describe the equipment you will be using and the plug configuration you need. We need specific amp & voltage information. (For example: a 110-volt microwave with a two-prong plug or a 220-volt deep fryer with a three-prong plug.) Please attach a drawn picture of the design/configuration. Any restaurants planning to grill over an open flame must comply with the Fire Marshal's requirements.

Fee - \$200 per space (maximum of two spaces) + \$100 (refundable) trash and equipment fee. Includes signage, electricity, 10'x10' canopy, one 6 ft. table, 2 chairs, hand washing stations to share with another vendor, and web site advertising.

Due to space limitations the committee will select vendors so that the Taste of Gaithersburg offers a wide variety of dining options.

Checks payable to: City of Gaithersburg

Mail to: Parks, Recreation and Culture

Attn: The Taste

506 South Frederick Ave

Gaithersburg, MD 20877

Contact: Dorthy Winder, 301-258-6350, X136

Fax to: 301-948-8364

E-mail: dwinder@gaithersburgmd.gov

I have read the terms and conditions and agree to follow all guidelines.

Signature _____ Date _____



301-258-6350 ★ www.gaithersburgmd.gov/celebrate

Terms and Conditions

Celebrate Gaithersburg in Olde Towne
Sunday, September 17, 2006
Noon to 5pm

Parks, Recreation and Culture
Attn: The Taste
506 South Frederick Ave
Gaithersburg, MD 20877

Contact: Dorthy Winder
301-258-6350, X136
Email: dwinder@gaithersburgmd.gov
FAX : 301-948-8364

Fees:

- ★ The cost is \$200 per space (maximum of two spaces). Includes signage, electricity, 10'x10' canopy, one 6 ft. table, 2 chairs and hand washing stations to share with another vendor. NO REFUNDS.
- ★ There is a \$100 REFUNDABLE TRASH/EQUIPMENT FEE. You are responsible for completely cleaning your area (no dumping of water, oil, etc.) and leaving hand washing stations in good condition. NOTHING can be left behind.

Times:

- ★ Setup time: 8 a.m. - 11 a.m.
- ★ Food must be sold between Noon and 5 p.m.
- ★ Health Department will arrive for inspection after setup.
- ★ Ticket sales stop at 4:30 p.m.

Setup/Parking:

- ★ Setup location, parking pass and directions will be sent with contract.
- ★ Your car will be in a lot nearby for easy access during the day and/or loading at the end of festival.
- ★ All vendors will be assigned two parking spaces.

Breakdown:

- ★ Do not breakdown display until 5 p.m.
- ★ Broken down display must be moved to sidewalk so that streets can be opened promptly. However, your car cannot be brought into the festival area until authorization is given by police.

Food/Drinks:

- ★ All vendors may sell non-alcoholic drinks. If you choose to sell beverages please check "yes" on the registration form.
- ★ Please give appetizer-size samples. Be prepared to have 800 to 1,000 servings.

Booth/Vendor Information:

- ★ Please provide Certificate of Liability Insurance to the City at above address by Tuesday, September 5, 2006.
- ★ Booth layout with your application is required.
- ★ You must have your health permit (Montgomery County Health Department, 240-777-3986) by Tuesday, September 5, 2006.
- ★ When you return your registration form please submit a high resolution electronic copy of your logo to dwinder@gaithersburgmd.gov. This logo will be used for promotional materials. It is your responsibility to submit your logos.
- ★ Do not leave your booth unattended. The City of Gaithersburg is not responsible for your booth or equipment.
- ★ Please stay within your 10x10 space, keeping it neat and in good order at all times.
- ★ It is strongly suggested that all employees wear identifying shirts, hats, name tags, etc.

Sales/promotions:

- ★ Please include two gift certificates (optional) with your returned contract to be used as giveaways during the festival.
- ★ You may not sell any merchandise. You may, however, have your menus and promotional materials available to the public.

Tickets:

- ★ All food purchases must be sold by ticket only.
- ★ All portions must be sold for one to three tickets (1 ticket = \$1.25) \$0.65 to restaurants.
- ★ All vendors will receive a reimbursement package prior to event. Directions for reimbursement:
 1. All tickets should be counted and turned in with a completed form at City Hall between 5:30 to 6:30 p.m. on the day of the event.
 2. If you choose not to submit the reimbursement package on the day of event, it must be received by Dorthy Winder at the above address by 5 p.m. on Monday, Oct. 2, 2006 in order to be reimbursed.
 3. Checks will be issued within two weeks of receipt of reimbursement package.